

Using Microsoft Windows 11 with Copilot

Length: 1 Day

Summary: Whether you're new to computers or have used them in the past, this class will help you become more comfortable using Windows® 11 by familiarizing you with the Windows 11 user interface and its basic capabilities. In this course, you will explore the Windows 11 environment, work with locally installed apps, use Copilot in Windows and Copilot in Edge, browse the Internet, access and organize files and folders stored on the computer and in OneDrive®, and manage basic Windows 11 settings.

Course Objectives: In this course, you will perform basic work-related tasks using the Windows 11 operating system.

You will:

- Navigate in Windows 11 and use Copilot.
- Use locally installed and cloud-based Windows 11 apps.
- Use the Edge browser and Copilot in Edge.
- Manage files and folders.
- Configure the Windows 11 environment.
- Secure your Windows 11 computer.

Target Student: This course is designed for end users who are familiar with computers and want to be productive with the Windows 11 features and functionality, especially Copilot.

Course Prerequisites: To ensure your success in this course, you should have some experience using a personal computer and the Internet.

COURSE CONTENT

Lesson 1: Accessing Windows 11

Topic A: Sign In to Windows 11
Topic B: Navigate the Windows 11 Desktop
Topic C: Use the Start Menu
Topic D: Access Copilot in Windows 11

Lesson 2: Working with Apps

Topic A: Use Windows 11 Apps
Topic B: Use AI-Enhanced Apps
Topic C: Multitask with Multiple Open Apps
Topic D: Install Apps

Lesson 3: Using Web Resources

Topic A: Use Microsoft Edge
Topic B: Use Copilot in Microsoft Edge
Topic C: Configure Microsoft Edge
Topic D: Use Cloud-Based Apps

Lesson 4: Managing Files and Folders

Topic A: Manage Files and Folders with File Explorer
Topic B: Store and Share Files in OneDrive
Topic C: Find Files, Folders, and Apps

Lesson 5: Configuring Windows 11

Topic A: Configure Settings
Topic B: Use Common Windows System Tools
Topic C: Manage Printers and Other Devices
Topic D: Use Accessibility Features

Lesson 6: Securing Your Computer

Topic A: Manage Passwords and Sign-In Options
Topic B: Manage Windows Security
Topic C: Manage Windows Updates

Appendix A: Navigation and Selection Techniques

Appendix B: Keyboard Shortcuts

Appendix C: Windows Administrative Tool